

# Chapter 12

## Labour Module


The Web Work Labour Module is used to add new users and employees and to enter Timecards into the Web Work system. This Chapter describes how to use the Web Work, Labour module.

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## 1.1 Overview of the Labour Module

The Labour module is used to enter and query Employee records and record and post Timecard entries into the Web Work system. All users of the Web Work system must be entered into the Labour module. Users can be set up as employees or as requesters.

Click on the **LABOUR** button  on the left hand side of the screen to access the Labour module.

When you enter the Labour module you will be in Query mode as shown in the screen below:

The **OPERATIONS** , **RESOURCES** , **TOOLS**  and **HELP**  drop down menus contain the various features available in the Labour module.



Web Work includes “help files” for all field names. To access these help files, click on the field name. A popup window will open displaying help for the field selected.



## 2.1 Creating Labour Records

Labour records must be created for every user of the Web Work system. Employees and Contractors can be identified by checking the *Is Employee* check box in the applicable labour record.


All users must have permissions setup for them before they use the Web Work system. User permissions are setup in the Admin module and are explained in detail in the Admin Module chapter of this manual.

### 2.1.1. Adding New Labour Records

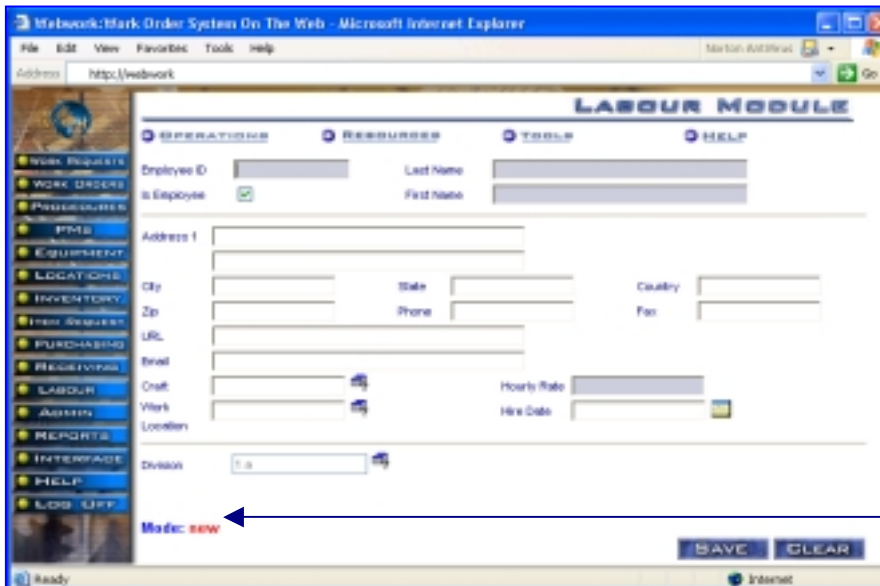
To add a new labour record:

- Click on the **LABOUR** module button  to open the Labour module.
- Click on the  **OPERATIONS** menu at the top of the Labour Screen.



Select New Labour from the Operations drop down menu or click on the **NEW** button  at the bottom right hand side of the screen.


- The following screen will open:




The mode you are in will be displayed at the bottom of the page.

- Enter information into the fields displayed on the screen. For information on field contents click on any field name – this will open a popup help window for that field name.

Note: The *ID*, *Last Name*, *First Name* and *Rate* fields are the only required fields, all other fields are optional.

- Click on the **SAVE** button  at the bottom right hand side of the screen to save the record.


You will then be in Edit mode.

- You can add additional information to this labour records by clicking on the  **RESOURCES** menu and selecting Additional Information from the drop down menu.




This user will NOT have access to the Web Work system until security is setup for them, in the Admin. Module. See the Admin section of this manual for more information on setting up user security.

### 2.1.2. Sending Email to an Employee or Requester

When a labour record is set up, you can enter an employee's or requester's email address into the email address field on the labour record. After the record is saved, a mail icon  will appear beside the email address field. Click on this icon to send an email to this employee using your default email program.

### 2.1.3. Accessing a Contractor's Website

When a labour record is setup, you can enter a URL (Uniform Resource Locator – Web Address) for the employee, requester or contractor into the URL field on the labour record. After the record is saved, a globe icon  will appear beside the URL field. Click on this icon to open this person's website.

## 3.1 Adding Labour Specifications

The Labour Specifications feature allows you to add additional information about an employee/requester to their labour record. You can later search these specifications to find labour records with similar attributes.

### 3.1.1. Adding Specifications to a Labour Record

To add specifications about an employee/requester to a labour record:

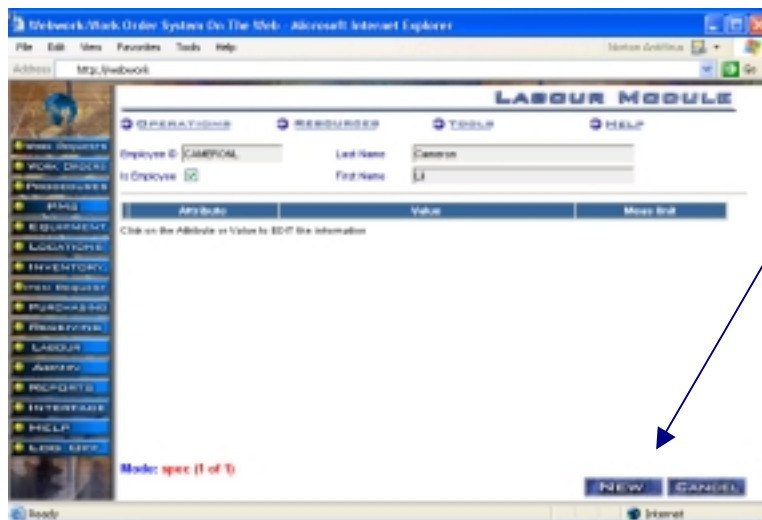
- Open an existing labour record.
- You must be in Edit mode to add specifications to a Labour record.

Whenever you create and save or open an existing labour record you will be in edit mode.

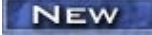
- Click on the  **RESOURCES** menu and select Specifications from the drop down menu.

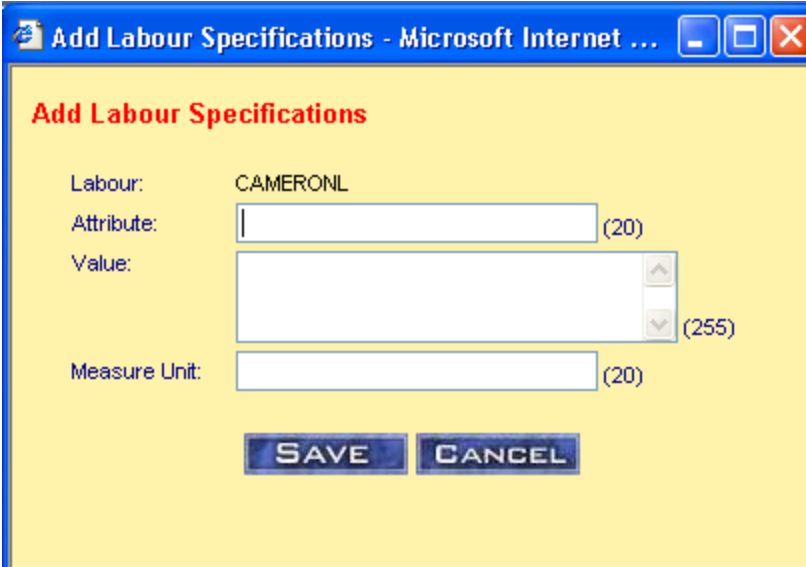


- The Labour record will open in spec mode. A table displaying any attributes that have already been assigned to this labour record will appear.



Click on the NEW button to add specifications to this employee record or on the CANCEL button to return to the main page of the labour record.

- Click on the **NEW** button  to open the Add Labour Specifications screen.



**Add Labour Specifications**

Labour: CAMERONL

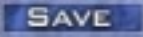


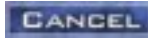
Attribute:  (20)


Value:  (255)

Measure Unit:  (20)

**SAVE** **CANCEL**

- Enter an Attribute – for example First Aid Certificate

- Enter a Value – for example Industrial Certificate.
- Enter a measure unit – for instance – Level 1.
- Click on the **SAVE** button  to save this information or on the **CANCEL** button  to return to the labour record in Spec mode.
- You can click on the **NEW** button  to add additional specifications or click on the **CANCEL** button  to return to the main labour window.

You can also return to the main labour window by clicking on the  **RESOURCES** menu and selecting Details to return to the main labour window.


### 3.1.2. Editing Labour Specifications

Labour Specifications can be edited as required.

To edit labour specifications:


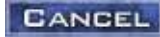
- Open an existing labour record. For information on how to perform a labour query to locate the record you want to find, see the performing labour queries section of this manual.

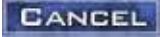
You must be in Edit mode to edit additional labour information. Whenever you create and save or open an existing labour record you will be in edit mode.

- Click on the  **RESOURCES** menu and select Specifications from the drop down menu to open the labour record in spec mode.
- Click on the Attribute or the Value to open the Edit Labour Details window.



- Edit the Value or Measure Unit of the attribute.


- Click on the **SAVE** button  to save the changes to the attribute or click on the **CANCEL** button  to exit the Edit Labour Details screen without saving the changes.

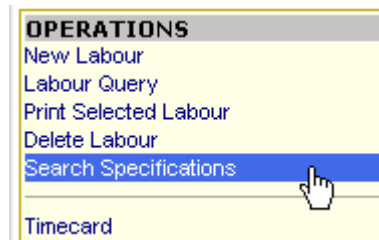
You can add additional attributes by clicking on the **NEW** button or you can return to the main screen of the labour record by clicking on the **CANCEL** button .

### 3.1.3. Searching Specifications

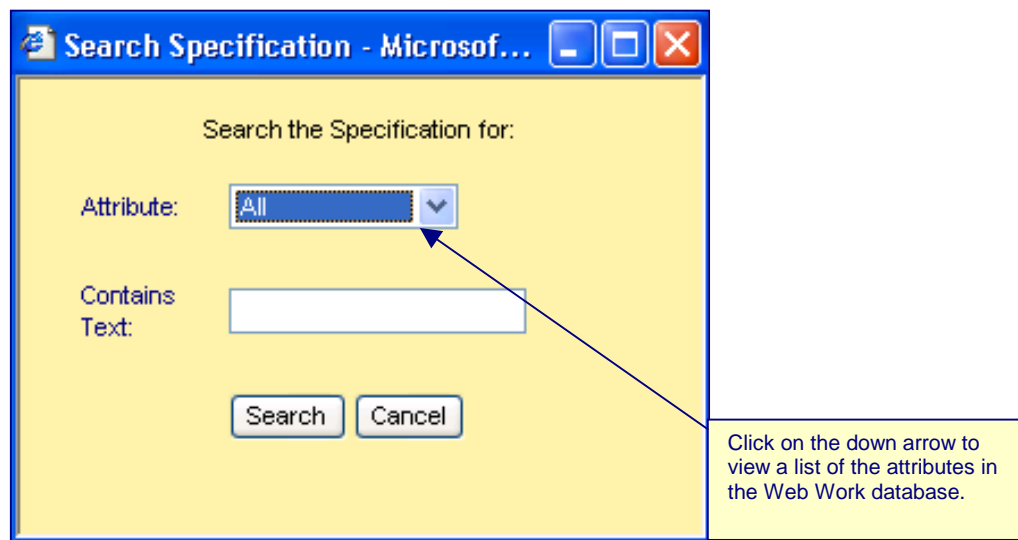
The search additional info feature in Web Work permits you to query the Web Work database to locate labour records with similar attributes.


To search labour records for specifications with similar attributes:


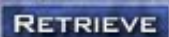
- Click on the  **OPERATIONS** menu and select Search Specifications from the drop down menu.

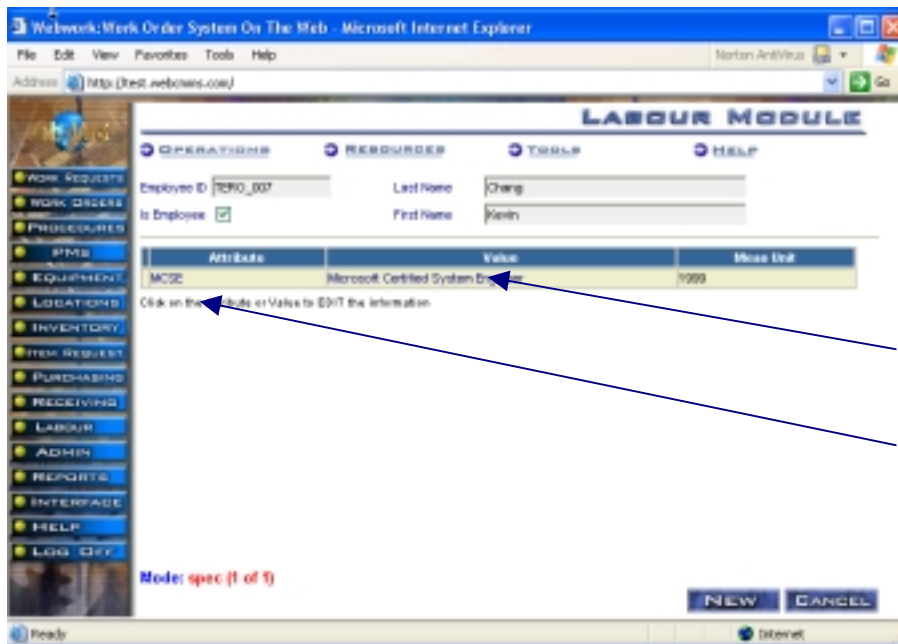


The following screen will open:





- Click on the down arrow  at the right hand side of the attribute field to select an attribute from the list. Click on the applicable attribute to select it.

- Enter the selection criteria into the Contains Text field. For example: first aid.
- Click on the **SEARCH** button . A table showing all labour records containing the selected specification will be displayed.
- Click on the check box beside the records you wish to retrieve or on **SELECT ALL** if you wish to retrieve all the records that contain the specified criteria.
- Click on the **RETRIEVE** button  to retrieve the records. This will open the records in Spec mode as shown in the example below:




Click on the attribute or value to open the Edit Labour Resources window and edit the entry.

- Click on the Attribute or the Value to edit the information. Click on the **NEW** button  to add additional information or click on the **CANCEL** button  to return to the main screen of this labour record.

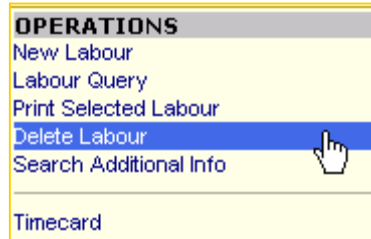
## 4.1 Deleting Labour Records

To delete a Labour record:

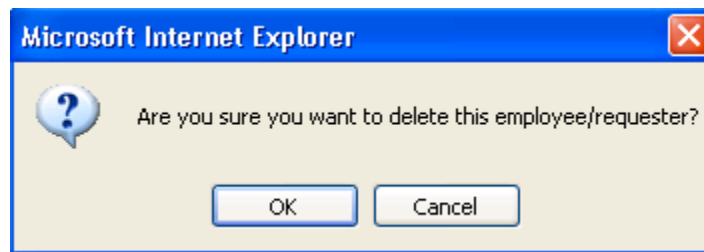
- Click on the **LABOUR** module button  to open the Labour module.
- Perform a labour query to locate and open the Labour record you wish to delete. See performing labour queries section of this manual for more information on performing labour queries.



- Click on the  **OPERATIONS** menu at the top of the page.
- Select Delete Labour from the drop down menu.



- A message box will appear asking if you are sure you want to delete this employee/requester.



- Click on the **OK** button to confirm this action or the **CANCEL** button to return to the Labour record.




It is not advisable to delete any labour records, which have already been assigned to a Work Order.

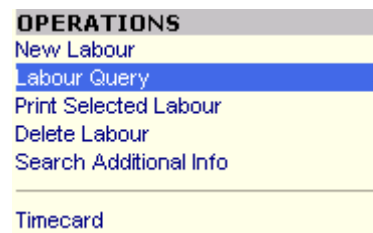
## 5.1 Performing Labour Queries

Find the Labour record(s) you are looking for quickly and easily using Web Work's query by example feature. For more information on Query by Example see the System Overview chapter of this manual.

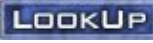

### 5.1.1. To perform a Labour Query

- Click on the **LABOUR** module button  to open the Labour module.

- Click on the  **OPERATIONS** menu while in the Labour module to display the drop down menu.
- Select "Labour Query" from the drop down menu.



The mode you are in is displayed at the bottom left hand side of the screen. (ie: query mode)

- Enter selection criteria into any of the fields. (see Example 1 below)
- Click on the **LOOKUP** button  to display a list of records matching the specified criteria.
- To open any of these Labour records click the selection box on the right hand side of the applicable Labour record (s) in the table, and then click on the **RETRIEVE** button  at the bottom of the screen.
- The Labour record will appear on the screen. If you selected multiple Labour records, when you retrieve them an arrow will appear on the bottom left hand side of the screen.



- Click on this arrow **Next** to move from one Labour record to the next.




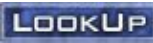


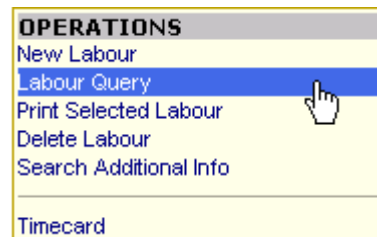
Comparison operators such as: <, >, null, not null and % - wild card can be used to further define a query. See System Overview – Query By Example for more information.

### 5.1.2. Labour Queries - Example 1

Query by Example can be used to retrieve records, which contain similar characteristics. For example you may wish to view a list of all employees who are electricians.

To see a listing of all Employees who are Electricians:

- Click on the **LABOUR** module button  to open the Labour module.
- Click on the  **OPERATIONS** menu while in the Labour module to display the drop down menu.
- Select Labour Query from the drop down menu.
- Type the code for Electrician into the Craft Field ie: Elec or click on the **QUERY** button  to display and select the craft from the list of Craft codes in the Web Work database.
- Click on the **LOOKUP** button  at the bottom of the screen to display a list of all Employees who are electricians.



- A screen similar to the one shown below will open.


Click on Select All to open all these employees records.

Click on the check box beside any of the employee records you wish to open.

Click on the RETRIEVE button to retrieve the records you have selected.



Click on the column headers to sort the records in either ascending or descending order.

- Select the records you wish to open by clicking on the check box at the left hand side of the employee record (s) in the table.
- To select all the records click on **SELECT ALL**.
- Click on the **RETRIEVE** button  to retrieve the records you have selected.
- The employee's record will appear on the screen.
- If you selected multiple Labour records, when you retrieve them an arrow will appear on the bottom left hand side of the screen. Click on this arrow to move from one Labour record to the next.




After you enter the criteria into the selected fields, you can click on the ENTER button on your keyboard to open all records which match the specified criteria.

## 6.1 Viewing Equipment History

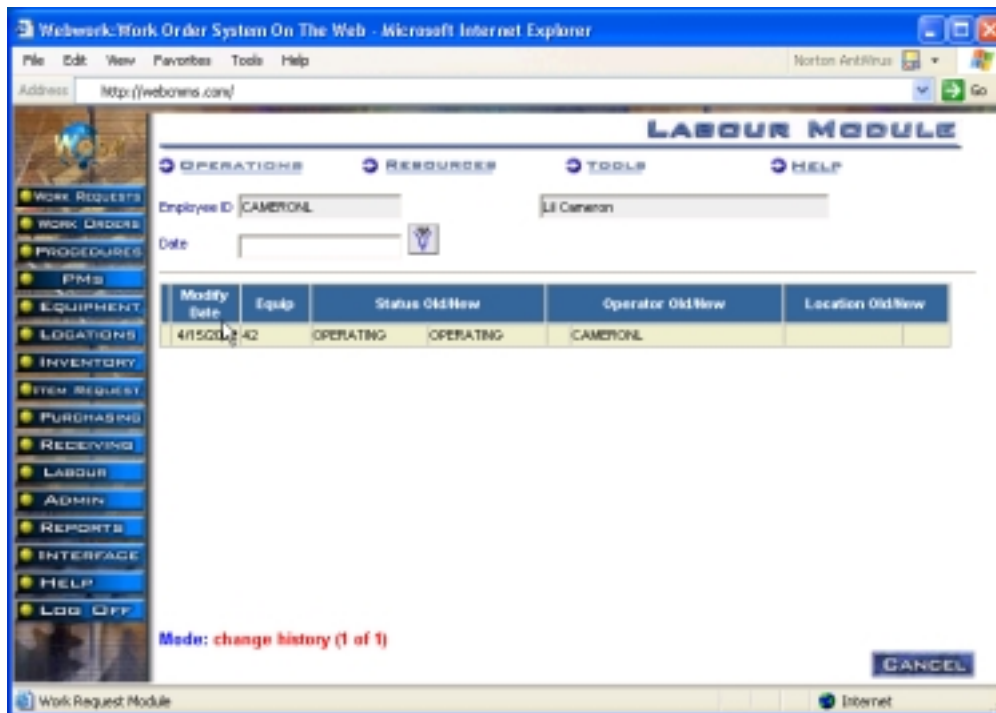
The Web Work Equipment History feature shows the history of the equipment that an employee has been assigned as the operator of.

To view Equipment History:

- Open an existing labour record. For information on how to perform a labour query to locate the record you want to find, see the performing labour queries section of this manual.
- Click on the  **RESOURCES** menu and select Equipment History from the drop down menu.



The following screen will open:



- When you are in change history mode a screen displaying the Modification date, the Equipment ID, the Status, the operation and the old/new location is displayed.

This is a read only function.

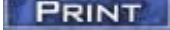
- Click on the **CANCEL** button  to return to the main screen of this labour record or on the  **RESOURCES** menu and select Details from the drop down menu.

## 7.1 Printing Labour Records

There are two ways to print labour records. You can print an individual labour record or multiple labour records that you have selected and retrieved.


### 7.1.1. Printing Individual Labour Records

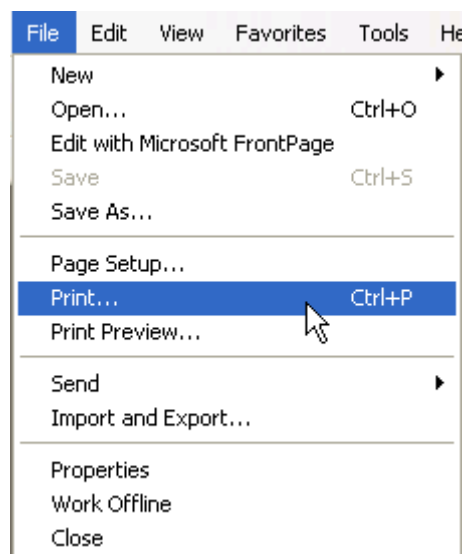
To print only the labour record that is open on the screen:

- Click on the **PRINT** button  at the bottom right hand side of the screen.
- The selected record will open in a new browser window.
- Click on File and select Print from the drop down menu to proceed with printing.

### 7.1.2. Printing Multiple Labour Records

To print a batch of labour records:

- Perform a labour query to open the desired labour records. See Labour Queries for more information on performing labour queries.
- Click on the  **OPERATIONS** menu and choose Print Selected Labour from the drop down menu.
- The selected records will open in a new browser window. Click on File and select Print from the drop down menu to proceed with printing.



## 8.1 Labour – Reports

To access Labour reports click on the  **TOOLS** menu and select Reports from the drop down menu.



A screen similar to the one shown below will open:




Click on any of the Reports listed under Standard or Custom, to open them.



Only reports applicable to the Labour module will be displayed. To view all reports, click on the **REPORTS** module button  on the left hand side of the Web Work screen. For more information about reports, see the Reports section of this manual.


### 8.1.1. Creating Labour Reports

Reports cannot be created in the Labour module. To create a labour report click on the **REPORTS** module button  to access the report writer and create the report.

### 8.1.2. Printing Labour Reports

Labour reports can be printed from the Labour module or from the Reports module.


To print a report in the Labour module:

- Open the Labour module.
- Click on the  **TOOLS** menu and select reports from the drop down menu.
- Select the report you wish to print by clicking on its title.

The report will open in Preview mode.

- Click on File and select Print from the drop down menu to print the report.

## 9.1 Links



When you are in the Labour module and select Links from the  **TOOLS** menu, the Web Work Create/Edit Links window will open as shown below. You can view existing links or create new links using this feature.



You can only view links, which have been setup to be accessible from this module or from all modules. Links set up in other modules with the accessibility set as only within that module will not be shown.

For information on creating New links see the Links section of this manual.

## 10.1 Overview of the Timecard Module


The Timecard application is contained within the Labour module. Click on the **LABOUR** module button  to open the Labour module. Click on the  **OPERATIONS** menu and select Timecard from the drop down menu to access the Timecard application.


### OPERATIONS

New Labour  
Labour Query  
Print Selected Labour  
Delete Labour  
Search Additional Info

Timecard



When the Timecard application is opened, the menu selections under Operations and Resources change. To return to Labour click on the  **OPERATIONS** menu and select Labour from the drop down menu.

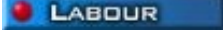

While in the Timecard application, if you click on the  **OPERATIONS** menu the following menu options are available: Add/Edit Unposted Timecards, Edit Posted Timecards and Labour.

Add/Edit Unposted Timecards  
Edit Posted Timecards

Labour

### 10.1.1. Adding/Editing Unposted Timecards

To add/edit unposted timecards:

- Click on the **LABOUR** module button  to open the Labour module.
- Click on the  **OPERATIONS** menu and select Timecard from the drop down menu to open the following screen:







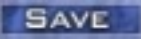
Click on the:

SAVE button to Save the timecard,

DELETE button to delete the timecard,

NEW button to create a new timecard.



- Enter a labour code into the Employee ID field or click on the **QUERY** button  to select an employee from the list in the Web Work database.
- The employee description will be filled in automatically.
- The transaction date will be filled in with the current date. To change the date delete the current date and type in the one you require or click on the **CALENDAR** button  at the right hand side of the field to select an alternative date.
- The labour type field will automatically default to REG. Click on the **QUERY** button  on the right hand side of this field to select an alternative labour type.
- The labour rate field will contain the rate for this employee that has been entered on their labour record. To change the rate, delete the number in the rate field and enter a new rate.
- The scale field will be defaulted to the scale setup with the labour type code.
- Enter a work order number or click on the **QUERY** button  to select a work order from the Web Work database.
- The account field information will be pulled from the work order information. To charge this time to a different account or to add an account if there is not one listed, click on the **QUERY** button  to select an account from the Web Work database.
- Enter the number of hours.
- Confirm the hourly rate.
- Enter any additional cost.
- The total will be calculated automatically.
- Enter a description if applicable.
- Enter a craft or click on the **QUERY** button  to select a craft from the Web Work database.
- Click on the **SAVE** button  to save the record.
- Note: The *Employee ID*, *Trans Date*, *Scale*, *Hours*, *Hourly Rate* and *Total* are the only required fields. A *work order number* or *account code* must also be included on a timecard.



For ease of data entry, after you save a timecard, another will open in New mode with the same Emp id.

### 10.1.2. Posting Timecards

When timecards are posted, the hours entered are posted to the Work Order – Labour Actuals. When you return to the Work Order module and view the actuals for a work order that time has been entered and posted against, the posted timecard information will be included on the Labour - Actuals for that work order.

To post timecards:

- Click on the Labour module **LABOUR** button to access the labour module.
- Click on the **OPERATIONS** menu and select Timecard from the drop down menu.
- Enter the applicable Employee ID and Transaction date into the applicable fields and click on the **RETRIEVE** button **RETRIEVE** to open any unposted timecards for this employee. A screen similar to the one shown below will open:

Date	WOE	Account	Lab Type	Scale	Add Cost	Rate	Hours	Cost
1/16/2002 233			R&G	1	\$12.00	\$12.00	1	\$12.00
1/17/2002 257		800-5214838	R&G	1	\$0.00	\$22.00	4	\$88.00
Total:							5	\$100.00

To post all timecards click on Select All.



To post individual timecards click on the checkbox beside any of the timecards you wish to post.

- Click in the checkboxes beside any of the timecards entries you wish to post or click on **SELECT ALL** at the top of the timecard table to select all timecards.
- Click on **POST TIMECARDS** at the top of the timecards table.
- The timecard table will disappear and the new unposted timecard screen will open.

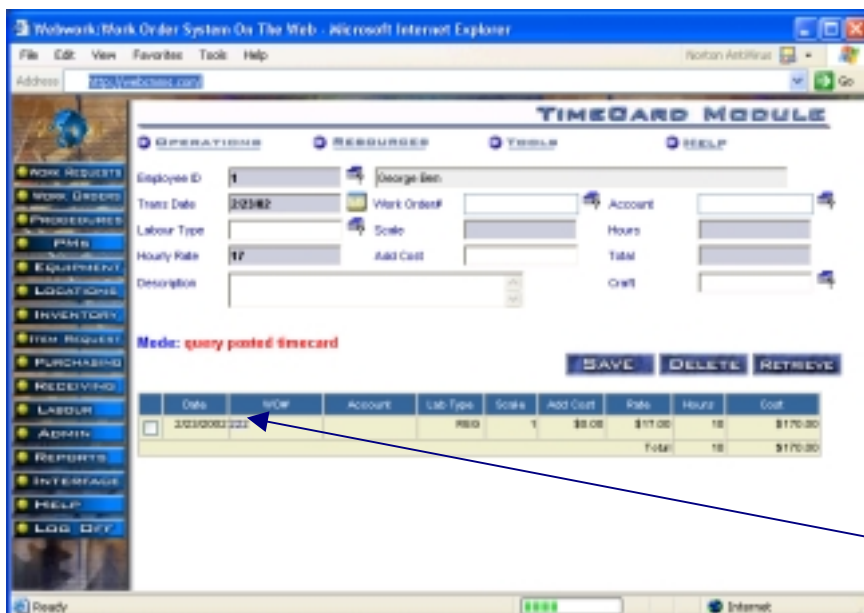
### 10.1.3. Editing Posted Timecards

If a timecard has been posted to the wrong work order or account in error, the timecard posting can be amended.

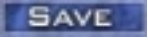
To edit posted timecards:

- Click on the  **OPERATIONS** menu and select Edit Posted Timecards from the drop down menu.
- Enter an Employee Id and a Transaction Date into the applicable fields.
- Click on the **RETRIEVE** menu  to retrieve the timecards that match the criteria you entered.

A screen similar to the one shown below will open.



Click on the Work Order number to open the timecard entry in Edit mode.

- Click on the work order number in the applicable row of the table to open the timecard entry in Edit mode. The timecard entry screen above will display the details of that timecard.
- Make the necessary changes and click on the **SAVE** button  to save the changes to the timecard.



The Work Order Labour – Actuals information is automatically updated to reflect the changes to the posted timecard. The timecard does not need to be reposted.